



# **2014 VFRP HANDBOOK**

## **Faculty Edition**



Procedure Manual for the Information Institute's

## **VISITING FACULTY RESEARCH PROGRAM**

Nov 2013

VFRP/Information Institute

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**AIR FORCE RESEARCH LABORATORY/INFORMATION DIRECTORATE  
2014 VISITING FACULTY RESEARCH PROGRAM**

**GENERAL REQUIREMENTS**

Under the mutual agreement between you and the Air Force, you will be providing non-personal services. This means that you will not be subject, either by contract terms or by contract administration, to the supervision and control that ordinarily characterize relationships between the Government and its personnel. The rendering of such non-personal services requires your classification as a self-employed vendor or independent consultant for tax purposes. There will be no withholding from your paychecks. You will be responsible for all taxes, social security, and insurance. For detailed tax information, contact the Internal Revenue Service (IRS) toll-free number at (800) 829-1040 or (800) 829-3676 to obtain appropriate publications on self-employment tax requirements. At a minimum, you should keep a copy of all travel reimbursement forms and stipend/expense allowance vouchers and keep a daily journal with expense entries while you are engaged in the Summer Research Program to ease your income tax filing process. **Remember, since the faculty member is the one on contract, registration through a university or college is not acceptable.**

**TERMS OF AGREEMENT**

Under the terms of your contract, you will be expected to accomplish the following:

- Complete 8 to 12 weeks of research between May 5 and September 19.
- Research must be conducted on site at AFRL/RI and participants cannot receive additional stipend, scholarship, or fellowship payments from other federal funding sources during the tenure of this appointment.
- Submit monthly status reports, payment vouchers, and travel reimbursement receipts as required.
- Submit a final report of 20 pages maximum; **due the last day of participant contract.**
- Submit a Report of Inventions and Subcontracts (DD Form 882)

In turn you will be compensated as follows:

- Reimbursed for reasonable travel expenses to/from your residence and AFRL/RI.
- Paid a stipend based on the following pay scale:

Limited-Research Faculty	\$1100/Week
Assistant Professor	\$1300/Week
Associate Professor	\$1500/Week
Full Professor	\$1700/Week

- Stipend/Expense vouchers are submitted monthly on the last day of the month. The final stipend/expense voucher is withheld until an Advisor approved and released final report is received.
- If your permanent residence exceeds 50 miles from AFRL/RI, you are eligible for a daily expense allowance of \$50/day for 5 days or \$250.00/week, excluding weekends and federal holidays, if a temporary residence is obtained while at the ARFL/RI.
- 1099 Tax Forms will be automatically sent to you from Government Support Contract at year's end to the address that you registered with at the beginning of your summer employment, so if you move please notify the Information Institute.

## **SUMMER POSITION PROVISIONS AND CONDITIONS**

### **ABSENCES**

Absences will not be paid. This includes non-lab sponsored meetings or symposiums. The only exception is, should AFRL/RI sponsor you to attend a meetings/symposium, you will be paid your stipend (and expenses, if allowed).

Associates of the VFRP are independent contractors - not full time employees - and are not eligible for paid holidays, vacation days, or sick days. You are paid for actual days worked (based upon an eight hour work day).

### **HOLIDAYS**

The following holidays will not be paid:

- |               |                  |
|---------------|------------------|
| • May 26      | Memorial Day     |
| • July 4      | Independence Day |
| • September 1 | Labor Day        |

You may make arrangements with your Advisor to make up the unpaid holidays. If you do make up for a holiday, **PLEASE** indicate so on your stipend/expense allowance voucher form. Attach a statement of approval from your Advisor.

### **SICK DAYS**

Associates of the VFRP are independent contractors **and will not be paid sick days.**

### **WORK WEEK**

The basic work week is five days, Monday-Friday. Should you opt to work on Saturday and/or Sundays, first get your Advisor's approval and annotate this on your stipend/expense voucher stating an adjustment of days worked outside of the basic work week. **Otherwise**, you'll only be paid stipend/expenses for a normal five day work week. Working holidays must be requested by your advisor and preapproved by the Information Institute prior to your arrival.

**Note:** AFRL/RI facilities are not open on Saturdays, Sundays, or holidays. Please make appropriate arrangements with your Advisor. Visiting Faculty are not permitted within

AFRL/RI facilities after normal business hours without the accompaniment of their advisor.

Maximum basic work days for each program month are listed below.

- May (21 workdays, 1 holiday)
- June (21 workdays)
- July (22 workdays, 1 holiday)
- August (21 workdays)
- September (14 workdays, 1 holiday)

### **WORK PERIOD EXTENSIONS**

Our budget is based upon the summer research start and end dates and number of weeks worked. If a summer research contract is for 10 weeks, you'll be paid 50 days stipend and (if you qualify) 50 days expense allowance **with the exception of holidays**. Any changes to your start and/or end dates must be cleared through Information Institute, There will be **no changes to the number of weeks worked without pre-approval**.

REMEMBER: The **maximum** days worked are 60 days stipend and 60 days expenses.

### **FACULTY SPONSORING STUDENTS**

Faculty can recommend and sponsor students for an internship through the VFRP.

Sponsoring Faculty are responsible:

- To submit a statement of work to their Advisor including tasks/research students are responsible to assist and/or complete while at AFRL
- To ensure the student(s) are fully aware of their research responsibilities
- To hold weekly status meetings with sponsored student(s) to coordinate research effort
- To provide guidance on the approved research

*Students are **NOT** permitted to work over 40 hours/week.*

### **RRS Building Entry (Non-duty hours)**

All outer pedestrian doors at RRS are locked at 1800 hrs, Monday through Friday, and are locked from Friday at 1800 hrs until Monday at 0530 hrs. During non-duty hours when doors are locked, your RRS entry badge WILL NOT WORK. It is immaterial if you have 24 hour access or duty hour access, badges DO NOT work on locked doors. Phone the BDOC (Base Defense Operations Center) at 330-2961 and identify yourself and your location. After verification against your Division's after hours letter, the access server will be reconfigured by the BDOC Operator, and you may swipe your card as normal.

**\*\*\*REMEMBER\*\*\*** Your Division Chief determines whether or not YOU POSSESS NON-DUTY HOURS ACCESS; not Security Forces.

15-FEB-2013 (05:48 PM) – James Cooley, RIOF

## PRELIMINARY

Prior to starting your summer research at AFRL/RI, you should contact your Laboratory Advisor to coordinate the anticipated research. Direct contact is authorized between the faculty and the Laboratory Advisor. To assist you, listed below are examples of topics for discussion prior to starting your summer research:

- Your summer research topic focus.
- Your potential local living accommodations.
- Materials or equipment support required (office space, computer hardware/software requirements, etc.).
- Administrative requirements of the AFRL/RI and or supporting facility (parking permits, ID badges, library privileges, etc.).

When coordinating your trip, remember to get exact directions to both AFRL/RI and your Laboratory Advisor's office. If you have any questions, call the Information Institute.

### **INCOMING/OUTGOING CHECKLISTS**

Prior to arrival at AFRL/RI you should receive an electronic copy of RRS Form 36-1 In-Processing Checklist from the Information Institute office. Complete the column title "CONTRACTOR". This checklist will include all locations that need to be visited once you arrive such as the Security Office for badges, the Computer Security Office for e-mail accounts, etc.

Print and bring a hard copy with you when you come to AFRL/RI.

**Your first stop** should be to Bldg 3W (Security), where you should make arrangements to meet your Advisor, fill out pertinent paperwork, and receive your Security Badge. If you are a permanent resident, bring your green card with you and keep it on your person at all times

Upon completion of the entire Checklist, it must be returned to RIOI in Bldg 106, Room B-127.

Seven to ten days prior to your departure, you must obtain a personalized RRS Form 36-2 - Outgoing Checklist. Again complete the column title "CONTRACTOR".

### **TRAVEL**

You are strongly encouraged to drive your own car so that you will have means of transportation while at the AFRL/RI site. VFRP does not pay for a rental car during your summer contract. Mileage is estimated using Google Maps following the most reasonable route. You are encouraged to use the lowest cost of airfare that you can find; if you do drive your own car your cost will be limited to the computed cost of air travel. **Travel reimbursement will be limited to \$1,000 for a single round trip.**

This benefit is not available for individuals who live within 50 miles of AFRL.

## **TRAVEL REIMBURSEMENT**

The travel reimbursement voucher is for travel to or from the Air Force Research Lab at the start and end of your summer research.

In order to receive reimbursement for travel expenses to and from AFRL, the following must be submitted ***within ten (10) business days of arrival*** at the facility:

1. Travel Reimbursement Request Form
2. **Original** copies of receipts for claims. If travel and lodging arrangements were made through an online source, please include an itemized receipt with the method of payment and the last 4 digits of your credit card from the travel source where the purchase was made. **Travel insurance is not reimbursed.**

### *Airfare*

When submitting a travel reimbursement form, original copies of boarding passes as well as any receipts for baggage fees should be included. Travel insurance is not reimbursed.

\*Please note that participants who opt to take an early flight and stay in overnight lodging prior to the flight will not be reimbursed for their hotel accommodations.

### *Automobile*

The GSA mileage reimbursement rate is \$.565 per mile effective January 1, 2013. Mileage is estimated using MapQuest following the most reasonable route.

### *Car Rental:*

There is **no** car rental allowance available through program funding while at AFRL/RI for the summer.

## **SEMINARS & SYMPOSIUMS**

Travel to/from seminars, symposiums, etc. **will not be paid for by AFRL/RI**. If these functions are AFRL/RI sponsored, and/or you and your Lab Advisor determine that your attendance at this function would be directly related to your work on the VFRP, travel arrangements are your sole responsibility - unless your Lab Advisor has access to Research Lab travel funds for you to use. If travel funds are available, **prior authorization from AFRL/RIB**, must be attained before travel takes place to ensure reasonable expense to the government. Again, AFRL/RI can only reimburse you for your initial trip to the lab, and your final trip from the lab to your home; not any intervening travel.

## **DRESS CODE**

There is no official dress code at the Information Directorate. The majority of our staff dresses in what is known as “business casual”.

People should avoid wearing clothing or apparel that could lead to a safety issue, be considered sexual harassment, or offensive. Due to the variety of employment and contracting programs we have, it is suggested you think carefully about your attire and choose clothing that is professional and appropriate to the situation. If you doubt you should wear a specific item of clothing to work, do not wear it.

## STIPEND/EXPENSE ALLOWANCE

### **STIPEND/EXPENSE VOUCHERS**

Throughout your summer research position, submit vouchers titled "STIPEND/EXPENSE ALLOWANCE VOUCHER" (attached) to the Information Institute monthly. Vouchers must be received by the Information Institute **by the last working day of the month** (i.e. 31 May, 30 Jun) or payment may be delayed. After a voucher has been signed by you and your advisor it will be processed for signature by the VFRP program manager. The vouchers will then be forwarded to the Government Supporting Contract Project Director for payment. Payment will be made by check or direct deposit approximately two weeks after receipt of voucher. **Only original vouchers with original signatures will be accepted.**

Stipend/Expense Vouchers are designed to to be digitally signed. If no CAC has been issued to the Faculty or Student, manual signatures are required and original vouchers only will be accepted.

1. Signed by Faculty or Student
2. Signed by Advisor
3. Forwarded to Information Institute Office vis email (electronic signatures only) or hand delivered

### **STIPEND/EXPENSE CHECKS**

Stipend and Expense checks may be picked up in the Information Institute office. You will be notified of their arrival.

### **EXPENSE ALLOWANCE**

To be eligible for the expense allowance, your permanent home address must be over 50 miles (one way) from AFRL/RI, in which case you are eligible for the expense allowance 5 days per week should you **temporarily relocate near AFRL/RI for the duration of your VFRP summer research position.**

### **HOUSING**

VFRP members are responsible for obtaining their own accommodations during their time at AFRL/RI. Since the local area has limited rental properties and apartments, the Information Institute is exploring the option of blocking off some dorm space at one or more of the several nearby colleges. Members should contact the Information Institute at [rrsiiweb@us.af.mil](mailto:rrsiiweb@us.af.mil) or call 315-330-4775 for assistance or recommendations when starting their housing search.

## FINAL REPORT

All research associates must submit a final report in Microsoft Word describing their summer research accomplishments. Your report will not be bound with other research reports and, therefore, we encourage you to publish your paper in a journal. This final report could then be viewed as a working draft for such a journal-published paper or you can publish a second, longer report for your own circulation. If your paper is published, you must give AFRL/RI credit for sponsoring your research and ensure the contents of the report are desensitized by AFRL/RI.

### **SUBMISSION PROCEDURE**

1. Electronically submit one copy of the **title and abstract** of the final report in **Microsoft Word** (non-PDF) and **Final Report** in PDF or Word format to your advisor for approval and release and to the Information Institute [rrsiweb@us.af.mil](mailto:rrsiweb@us.af.mil).
2. Electronically submit a signed DD Form 882 to the Information Institute.

**You must complete the work within the stated period of performance in the signed contract and submit your final technical report before your final payment will be sent to you.**

**\* Your final pay voucher or final 2 vouchers will be withheld until your final report, advisor's approval, and DD Form 882 "REPORT OF INVENTIONS AND SUBCONTRACTS" (see page 21) have been submitted to the Information Institute.**

### **FINAL REPORT INSTRUCTIONS FOR SUMMER RESEARCH PROGRAM**

Summer research associates must submit a final research report (Word document), a questionnaire, and a DD Form 882 "REPORT OF INVENTIONS AND SUBCONTRACT" on the last day of your contract, prior to your departure. Your final report must be reviewed, desensitized, and approved by your Advisor prior to receiving your last stipend payment.

**Your final voucher will not be submitted for payment until we have a copy of your Final Report, Patent and Inventions Disclosure and Advisor's Approval.**

For the summer research report, the following procedures apply:

- I. Submit the final report as a Word or PDF document.
- II. Use the Times New Roman (10 point) for text.

- III. Allow a minimum of **one-inch** wide margin at top and bottom and left and right sides, or else material may be covered up in binding. Page number should be centered on the bottom of the page.
- IV. **MAXIMUM PAGE COUNT IS RESTRICTED TO 20 PAGES. ANY PAGES IN EXCESS OF THE 20 PAGE MAXIMUM WILL BE OMITTED FROM THE PUBLICATION.**
- V. On the title page, type the following in single-spaced clusters: (See example on following pages)
- Report title (capital letters)
  - Name(s) of investigator(s), title and department
  - University, including mailing address
  - Final Report for VFRP
  - List sponsoring Research Laboratory AFRL/RI
  - Month and year of publication
  - AFRL/RI Advisor
- VI. The next page after the title page will be the abstract. Type the title (single-spaced between lines), double space below the last line of the title, then type the author(s) name, title, department and institution. Enter two double spaces, center the word "Abstract," double space, and type the abstract text, maximum one page.
- VII. Begin the first page of text by repeating the title and author at the top. The content should follow that of a standard research paper: introduction, discussion of problem, methodology, results, conclusion, and references.

**REPORT TITLE (CAPITAL LETTERS)**

**Research Genius, PhD, Professor of Raising the Bar, Technological Challenges Department  
School of Limitless Pursuits, Excellence Dr, Skyisthelimit, NY**

**Final Report for Visiting Faculty Research Program**

**AFRL/RI, Rome, NY**

**Month 20XX**

**Advisor:**

## REPORT TITLE

**Research Genius, PhD, Professor of Raising the Bar, Technological Challenges Department  
School of Limitless Pursuits**

### *Abstract*

Abstract text, *maximum one page*.

SAMPLE

## **REPORT TITLE**

**Research Genius, PhD**

### **INTRODUCTION**

### **DISCUSSION OF PROBLEM**

### **METHODOLOGY**

### **RESULTS**

### **CONCLUSION**

### **REFERENCES**

SAMPLE

## **REPORT OF INVENTIONS AND SUBCONTRACT, DD FORM 882**

Research associates will complete a DD Form 882, "REPORT OF INVENTIONS AND SUBCONTRACT" in accordance with the instructions on the back of the form. The completed form should be forwarded to the Information Institute office along with the final report and invoices (for extension grants only). This form is used to report any inventions resulting from work done under the Summer Research Program. If you have no such inventions to report, write the following statement in Field #5b:

**"I have no inventions to report as a result of my work on the AFRL/RI Visiting Faculty Research Program 20XX."**

## AFRL POLICIES

### LAP TOP COMPUTERS AND TRANSFER MEDIA

University issued laptop computers are permitted onsite for use on topical research.

**Personal computers are not permitted onsite.**

Transfer media of any kind is not permitted for use on any government issued computer. This includes but is not limited to:

- Thumb Drives
- Flash Drives
- External hard drives
- Camera Memory Cards
- CDs, including music
- DVDs
- MP3 Players
- Cell Phones
- Blackberries
- iPods, iPad, iPhone
- All tablets
- Media Charging Devices

# Don't plug it in!



USB storage devices are not permitted on RAFA networks without prior approval

Organizational Information Assurance Officers can approve Government-owned external, spinning-disk hard drives

Flash and solid-state media, phones, MP3 players, e-readers, and cameras MAY NOT be attached to networked computers, even for charging

USB devices WILL be detected; Failure to comply IS a violation of established policy and may result in administrative or disciplinary action

If in doubt, contact your Organizational Information Assurance Officer or the 78th Communications Directorate Information Assurance Office

Brought to you by AFRL/RIOS Information Assurance, [afrl.rios.informationassurance@us.af.mil](mailto:afrl.rios.informationassurance@us.af.mil), 330-4555

## **Personal Electronic Devices at Rome Research Site**

As most who work here know, we have previously banned the possession of personal electronic devices within our facilities. As of now, that is changed – Guidance Memo 33-01, the document that implemented this policy, has expired and won't be renewed. I believe that an organization such as ours should be primarily concerned with how information and communication technology can enable our mission and enhance both productivity and our standard of living, and simply banning personal electronic devices is not consistent with this philosophy. Life is more complex than reflected in a cross-cutting ban – so I'll give you a synopsis below of the key issues that we all must be aware of in order to protect critical information and comply with AF policy in the presence of these devices.

With the expiration of GM 33-001 Rome Research Site is not relaxing its commitment to information assurance, protecting critical information and technology, and to full compliance with higher HQ policy. Much more of the responsibility will now fall to you as an individual to make the right choices.

Both government and privately owned personal electronic devices/media, including cell phones, are allowed within RRS buildings. Use of any devices/media must follow AF policy. Connecting privately-owned personal electronic devices/media to the Air Force network or Air Force devices is prohibited. In addition, the RRS wireless network will be re-activated as part of the Office Automation network in the near future.

It is important that you understand the threat that cell phones present. Cell phones can and do carry malicious code that can transfer to our networks through Bluetooth, WiFi, wired connections, or removable media. In addition, the microphone and camera on your phone can be turned on without your knowledge. My rule of thumb is analogous to what my dad taught me when carrying a rifle: "Always assume it is loaded." When in possession of a cell phone, always assume an adversary is listening and watching.

With these threats in mind it is vitally important you help us defend against these threats by complying with AF policy:

1. You will never connect a cell phone to any government computer or device, to include USB charges, with a wire. You may connect your phone to a power outlet for charging, but never a computer.
2. You will not establish a Bluetooth, WiFi, or infrared connection between a cell phone and any device in or on the RRS properties.
3. While your cell phone is in the RRS buildings you will never remove any media or download any files from your phone to your computer or other devices.

We certainly are not allowing these devices into the areas where classified work is done. You should also strongly consider removing the battery or not allowing phones into meetings or rooms where unclassified but sensitive material is being discussed.

The AF social media guiding principle of "Security at the Source" applies to all IT capability we use. Being aware of and understanding AF policy; and being aware of your surroundings, what information is being shared, and what IT is within your surroundings is critical to implementing "Security at the Source".

## **APPENDIX**

### **FORMS**

### **CALENDAR OF EVENTS**

## ROME RESEARCH SITE (RRS) IN-PROCESSING CHECKLIST

NAME (Last, First, MI)					GRADE		START DATE		
ORGANIZATION					POSITION		PHONE		
I = IN PERSON    R = REQUIRED READING    N/A = NOT APPLICABLE					OFFICE/FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE	DATE CLEARED
CIVILIAN	CONTRACTOR	STUDENT VOLUNTEER STEP	FACULTY	EMERITUS					
I	I	I	I	I	Immediate Supervisor				
I	I	I	I	I	Staff Agency Security Manager (SASM / OSM) – Initial Security Briefing				
					– Complete RRS Form 110				
I	I	I	I	I	Division Personnel Liaison				
I	I	I	I	I	Division USLM – Unit Software License Manager				
I	I	I	I	I	RIOF (Security Forces) – Issue RRS Badge (Bring RRS Form 110)	A 3	330-2916		
I	N/A	I	N/A	N/A	OL-AA, 66MSS/DPCL (Civilian Personnel) – Entrance Interview	A 116	330-3138		
I	N/A	N/A	N/A	N/A	RIOW Training	106/A 122	330-3048		
I	I	I	I	I	RIOIR (Privacy Act) – Briefing	106/A 132	330-7552		
I	N/A	N/A	N/A	N/A	RIOI Case File Training	106/A 132	330-7552		
I	N/A	N/A	N/A	N/A	RIOI (Federal Women's Program Overview)	106/B 126	330-2143		
I	N/A	I	N/A	N/A	RIFD (Finance) – JOCAS and Payroll	106/C 101	330-7646 330-4684		
I	N/A	I	N/A	N/A	RIFDP – Travel/DTS	106/C 117	330-7389		
I	I	I	I	I	RIOS (Communications/Computer) – Computer User Account @ Network Control Center	106	330-7275		
R	R	R	R	R	RIOS Information Assurance – IAAC Training <a href="https://org2.eis.afmc.af.mil/sites/ri/rios/site/docs/ia/adls_instructions.pdf">https://org2.eis.afmc.af.mil/sites/ri/rios/site/docs/ia/adls_instructions.pdf</a>		330-7275		
I	I	I	I	I	AFRL DET 4/SE (Safety) – Local Conditions II – ORM Computer Based Training <a href="https://golearn.csd.disa.mil/kc/login/login.asp#">https://golearn.csd.disa.mil/kc/login/login.asp#</a>	106/D 221 106/D 221 106/D 221	330-3132 330-7233 330-3383		
I	I	I	I	I	AFOSI (Call For Appointment)	106/W 164	330-4612		
R	N/A	R	R	R	RIJ (Staff Judge Advocate) – Ethics Briefing	106/O 212	330-2087		
R	N/A	N/A	N/A	N/A	RIOLT Office – Vehicle Control Officer	2/A 113	330-4143		
Last Item ✓	Last Item ✓	Last Item ✓	Last Item ✓	Last Item ✓	RIOW (Workforce Relations) – Employee Returns This FORM (RRS 36-1) To RIOW (May be Returned through RRS Interoffice Mail)	106/A 117	330-3138		

## ROME RESEARCH SITE (RRS) OUT-PROCESSING CHECKLIST

NAME (Last, First, MI)					GRADE		START DATE	
ORGANIZATION					<input type="checkbox"/> I will be in-processing under a new employer		POSITION	
I = IN PERSON		R = REQUIRED READING		N/A = NOT APPLICABLE				
CIVILIAN	CONTRACTOR	STUDENT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> STEP	FACULTY	EMERITUS	OFFICE/FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE
I	I	I	I	I	Immediate Supervisor /Division FARM – Case Files			
I	I	I	I	I	Government mentor – Out Briefing – Turn In Room Keys (Building Facility Manager)			
I	I	I	I	I	Staff Agency Security Manager (SASM/OSM/TA) – Security Briefing – Complete AF Form 2587 (Terminate Clearance)			
N/A	I	N/A	I	I	– Clear Contractors From CVS System (TA)			
P	P	P	P	P	Branch ADPE – Phone number will be provided by branch secretary			
I	I	I	I	I	Division Personnel Liaison			
I	I	I	I	I	Division USLM – Unit Software License Manager			
I	N/A	N/A	N/A	N/A	RIOI (Information Services) – Turn in Official Passport (if applicable) – Rescind Blanket Travel Order (if applicable)	106/B 127	330-3894 330-2143	
I	N/A	I	N/A	N/A	RIFD (Finance) – JOCAS and Payroll	106 /C 101	330-7646 330-4684	
I	N/A	I	N/A	N/A	RIFDP – Travel/DTS	106/c 115	330-7389	
I	N/A	I	N/A	N/A	RIFDP – CSA/Government Travel Card	106/C 117 106/O 123	330-7389 330-4774	
I	N/A	I	N/A	N/A	RIF – Quality assurance (QA) **FM Personnel Only	106/O 117	330-2933 330-3622	
I	N/A	I	I	I	RIJ (Staff Judge Advocate) – conflict of Interest Briefing	106/O 212	330-2087	
P	N/A	N/A	N/A	N/A	RIOW Training	106/A 122	330-3048	
P	N/A	N/A	N/A	N/A	RIKO (Operational Contracting) – cancel Government Purchase card account	106/F 136	330-4779	
P	P	I	I	I	RIOIL (Technical Library) – Open Literature circulation Desk	3/131	330-7600 330-7607	
					– Secure Room Technical Reports	3/131	330-7600	

Continue to second page of form

## ROME RESEARCH SITE (RRS) OUT-PROCESSING CHECKLIST

I = IN PERSON		R = REQUIRED READING		N/A = NOT APPLICABLE		OFFICE/FUNCTION	BLDG/ ROOM	PHONE	SIGNATURE	DATE CLEARED
CIVILIAN	CONTRACTOR	STUDENT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> STEP	FACULTY	EMERITUS						
P	N/A	N/A	N/A	N/A	RIOLT – Vehicle Control Officer	2/A 113	330-4143			
P	P	P	P	P	RI-SSO (Special Security)	3 West/C 2	330-3406			
I	N/A	N/A	N/A	N/A	RIOW (Workforce Relations) – Exit Interview, Retirement	106/A 126	330-3644			
I	I	N/A	N/A	N/A	RIOLSE (Materiel Management Function) – Equipment Subcustodian – Individual Issue – Service Store/Bench Stock card(s) – LRS Data Base	2 2 2 2	330-3264			
I	I	I	I	I	RIOS (Communications/Computer) – computer Security /User account	106/STE W 2	330-7275			
P	P	P	P	P	RIOS (Communications/Computer) – Personal Wireless communications		330-4586			
					– Pagers/Blackberries		330-4586			
					– COMSEC		330-2684			
					– Phone cards		330-7275			
P	N/A	N/A	N/A	N/A	RIOI (Information Services) – File Checklist/Case Files	106/A 132	330-7552			
I Last Item	I Last Item	I Last Item	I Last Item	I Last Item	RIOF (Security Forces) – Turn in RRS Badge – Turn in common access card (cac) – Employee Signs/Dates THIS FORM (RRS 36-2) & Leaves with RIOF who will forward to RIOW	3/102	330-2916			

**I CERTIFY THAT I HAVE CLEARED ALL ITEMS REQUIRED BY THIS CHECKLIST**

EMPLOYEE SIGNATURE	DATE
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# Visiting Faculty Research Program

## Expense/Stipend Allowance Voucher

VFRP Faculty \_\_\_\_\_

VFRP Faculty phone: \_\_\_\_\_

VFRP Faculty e-mail: \_\_\_\_\_

Dates of Performance: \_\_\_\_\_

Advisor: \_\_\_\_\_

Office Symbol: \_\_\_\_\_

Expense	#of Days	Rate/Day	Total	Office Use Only Remaining funds
Expense Allowance		\$ 50.00	\$ -	
Stipend		\$ -	\$ -	
<b>Total pay</b>			\$	
Ltd Research Faculty - \$220 Associate Professor - \$300		Assistant Professor - \$260 Full Professor - \$340		

### TECHNICAL STATUS REPORT FOR PERIOD OF PERFORMANCE

\_\_\_\_\_  
VFRP Faculty signature Date

\_\_\_\_\_  
Advisor signature Date

\_\_\_\_\_  
VFRP Program Manager Date

\_\_\_\_\_  
Government Support Contract Project Director Date

For Office Use Only			
<b>FINAL TECHNICAL REPORT</b>	<input type="checkbox"/> Received	<input type="checkbox"/> Approved	<input type="checkbox"/> Pay Final Voucher
	Initial & Date _____		
Date _____		Date _____	

# REPORT OF INVENTIONS AND SUBCONTRACTS

REPORT OF INVENTIONS AND SUBCONTRACTS (Pursuant to "Patent Rights" Contract Clause) (See Instructions on back)						Form Approved OMB No. 5000-0055 Expires Jan 21, 2008	
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service Directorate (5000-0055). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE CONTRACTING OFFICER.</b></p>							
1.a. NAME OF CONTRACTOR/SUBCONTRACTOR		c. CONTRACT NUMBER		2.a. NAME OF GOVERNMENT PRIME CONTRACTOR		c. CONTRACT NUMBER	
b. ADDRESS (Include ZIP Code)		d. AWARD DATE (YYYYMMDD)		b. ADDRESS (Include ZIP Code)		d. AWARD DATE (YYYYMMDD)	
				3. TYPE OF REPORT (X one)			
				a. INTERIM      b. FINAL			
				4. REPORTING PERIOD (YYYYMMDD)			
				a. FROM			
				b. TO			
<b>SECTION I - SUBJECT INVENTIONS</b>							
5. "SUBJECT INVENTIONS" REQUIRED TO BE REPORTED BY CONTRACTOR/SUBCONTRACTOR (If "None," so state)							
NAME(S) OF INVENTOR(S) (Last, First, Middle Initial)		TITLE OF INVENTION(S)		DISCLOSURE NUMBER, PATENT APPLICATION SERIAL NUMBER OR PATENT NUMBER		ELECTION TO FILE PATENT APPLICATIONS (X)	
a.		b.		c.		d.	
						(1) UNITED STATES      (2) FOREIGN	
						(a) YES      (b) NO      (a) YES      (b) NO	
f. EMPLOYER OF INVENTOR(S) NOT EMPLOYED BY CONTRACTOR/SUBCONTRACTOR				g. ELECTED FOREIGN COUNTRIES IN WHICH A PATENT APPLICATION WILL BE FILED			
(1) (a) NAME OF INVENTOR (Last, First, Middle Initial)		(2) (a) NAME OF INVENTOR (Last, First, Middle Initial)		(1) TITLE OF INVENTION		(2) FOREIGN COUNTRIES OF PATENT APPLICATION	
(b) NAME OF EMPLOYER		(b) NAME OF EMPLOYER					
(c) ADDRESS OF EMPLOYER (Include ZIP Code)		(c) ADDRESS OF EMPLOYER (Include ZIP Code)					
<b>SECTION II - SUBCONTRACTS (Containing a "Patent Rights" clause)</b>							
6. SUBCONTRACTS AWARDED BY CONTRACTOR/SUBCONTRACTOR (If "None," so state)							
NAME OF SUBCONTRACTOR(S)		ADDRESS (Include ZIP Code)		SUBCONTRACT NUMBER(S)		FAR "PATENT RIGHTS"	
a.		b.		c.		d.	
						(1) CLAUSE NUMBER      (2) DATE (YYYYMM)	
						e.	
						f.	
						(1) AWARD      (2) ESTIMATED COMPLETION	
<b>SECTION III - CERTIFICATION</b>							
7. CERTIFICATION OF REPORT BY CONTRACTOR/SUBCONTRACTOR (Not required if: (X) as appropriate)				SMALL BUSINESS or		NONPROFIT ORGANIZATION	
I certify that the reporting party has procedures for prompt identification and timely disclosure of "Subject Inventions," that such procedures have been followed and that all "Subject Inventions" have been reported.							
a. NAME OF AUTHORIZED CONTRACTOR/SUBCONTRACTOR OFFICIAL (Last, First, Middle Initial)		b. TITLE		c. SIGNATURE		d. DATE SIGNED	

DD FORM 882, JUL 2005

PREVIOUS EDITION IS OBSOLETE.

FormFlow/Adobe Professional 8.0

### **2014 Visiting Faculty Research Program Schedule**

- November 1, 2013: VFRP Application posted on AFRL/RI website
- January 24, 2014: VFRP Applications due to AFRL/RIB
- Early March: VFRP selection notification
- March 21, 2014: VFRP Selectees acceptance letters due
- April 30, 2014: Contracts Completed
- May 5, 2014: Visiting Faculty Research Program begins
- May 26, 2014: Memorial Day (HOLIDAY)
- July 4, 2014: Independence Day (HOLIDAY)
- September 1, 2014: Labor Day (HOLIDAY)
- September 19, 2014: Visiting Faculty Research Program ends
- September 30, 2014 All VFRP Advisor Approved Final Reports due

**Your Final Voucher or Extension Final Voucher will not be submitted for payment until a copy of your Final Report with your Advisor's approval and a Report of Inventions and Subcontracts form is received by the Information Institute Office.**

## ACKNOWLEDGEMENT

By my signature, I acknowledge I have read and understand the AFRL/RI and the Information Institute policies, procedures, and requirements as explained in the 2014 Visiting Faculty Research Program Handbook.

NAME/SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Submit this signed acknowledgement to the Information Institute via email [rrsiiweb@us.af.mil](mailto:rrsiiweb@us.af.mil) or Fax 315-330-4547.